

Request for Interest (RFI) – New Projects under the Continuum of Care (CoC) Program

Released: January 13, 2014

The Mayor's Office of Human Services – Homeless Services Program (MOHS-HSP) serves as the Collaborative Applicant for the Baltimore City CoC and is responsible for issuing a call for new projects to be funded under the U.S Department of Housing and Urban Development's (HUD) Fiscal Year 2013 and Fiscal Year 2014 CoC Program Competition Notice of Funding Available (NOFA). The Continuum of Care Program provides funding for Permanent Housing, Transitional Housing, Rapid Re-housing, and Supportive Services Only projects, as they conform to the [CoC Program Interim Rule](#) and the [HEARTH Homeless Definition](#). However, the City of Baltimore is only eligible for "bonus projects," which have, historically, been Permanent Supportive Housing projects for chronically homeless persons/families and may also be for Rapid Re-Housing Projects for families. Agencies that are interested in operating a new project under the CoC Program should familiarize themselves with the Federal Regulations governing this program.

Due to the limited response time available for the NOFA and Fiscal Year 2013 Project Applications, along with a 5% reduction in Baltimore City's Annual Renewal Demand, MOHS-HSP is issuing this Request for Interest (RFI) from eligible nonprofits for new projects to be included in the Fiscal Year 2014 Project Applications to HUD. Also, given the recent appropriations made by Congress to HUD's Special Needs Assistance Program (SNAP), we cannot expect new dollars will be made available to fund new projects during Fiscal Year 2014. Thus, any new projects selected and included in the Baltimore City CoC's rating and ranking process for the Federal Fiscal Year 2014 NOFA would occur as a result of the reallocation of other grant funding within the CoC Program.

This RFI will allow MOHS-HSP and the Journey Home Board to better evaluate the capacity of local partners and the potential to reallocate existing resources within the CoC to fill existing gaps or meet emerging needs. As part of the Journey Home Board's initial priorities, a Gaps Analysis and Needs Assessment will be conducted through a partnership with the University of Baltimore during the spring of 2014. The Executive Committee and Resource Allocation Committee of the Journey Home Board, with support from MOHS-HSP, will use the findings of the Gaps Analysis and Needs Assessment to evaluate the responses to the RFI and determine if new a new project/s will be submitted during the Fiscal Year 2014 NOFA Competition.

Scope of the Request for Interest

Agencies submitting a proposed project in response to this RFI should submit a Statement of Interest (SOI) containing the following information:

Agency: Name and general description of the agency submitting the SOI.

Contact Information: Name of the SOI contact(s), address, telephone number, and e-mail address.

Project Description: Proposed project description, including a preliminary budget (3 PAGE LIMIT)

Prior Experience: A brief description of the entity's prior experience in developing and operating housing and/or services programs for people experiencing homelessness (3 PAGE LIMIT).

Financial Capability: Verifiable information demonstrating that the entity is in sound financial condition (Audited Financial Statements – 2 years minimum; Form 990 – 2 years minimum); has the ability to operate an additional housing and/or services program; and diverse funding sources to supplement the operation of the proposed project.

Board of Directors: Include a current roster of the agency's Board of Directors, noting any vacancies.

Participation of Other Agencies: A brief description of any steps the agency has taken to seek interest from other agencies in participating in developing the proposed project.

Other Information: A brief description of any other information that would be useful in evaluating the SOI.

Requirements of Respondent

- A. Agency must be a non-profit 501(c) (3) tax-exempt organization;
- B. Agency must be in Good Standing with the State of Maryland at the time of application (Contact 410-767-1340 or go to www.dat.state.md.us to apply for a Certificate of Good Standing); and
- C. Have at least three (3) years of experience developing and operating a housing and/or shelter program for persons experiencing homelessness.

Submissions

All Statement of Interests must be submitted electronically to the Mayor's Office of Human Services, no later than 4:00PM, May 1st, 2014 to hsp.applications@baltimorecity.gov. Please place "FY14 NOFA – Statement of Interest" in the subject line.

Direct all RFI questions and clarifications to:

Whitney Swander, Continuum of Care Coordinator

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Office: 443-984-4033

Disclaimer

An expression of interest for developing and operating a housing and/or service program for people experiencing homelessness is not binding or promissory. Responses will be used for internal strategic planning purposes for the use and allocation of CoC Program funds.

In addition, MOHS-HSP may issue further Requests for Interest (RFI) under this authority. This RFI is issued solely for information and strategic planning purposes; it does not constitute a Request for Proposal (RFP) or any promise to issue an RFP. This RFI does not require MOHS-HSP to commit to a contract for any supply or service. All costs associated with responding to this RFI will be solely at the interested party's expense. Agencies that submit an RFI, may be requested to submit additional information to evaluate a potential project and may be required to submit a full Request for Proposal at a later date.